

The regular meeting of the Kirklin Town Council was held on Monday, February 12, 2018 at 7:00 pm at Kirklin Town Hall.

The meeting was called to order and a prayer and the Pledge of Allegiance was led by Walt Minnick.

On the call of the roll, the following Council Members were present: Jerry Faucett, Melinda Jobe, Walt Minnick, Valerie Pearson, & Jennifer Rustin.

Also present were: Laura McClelland, Dan Mann, Gabriel Elliott, Patricia Quick, Jim Mann, Douglas Barker, Darren Wells, Bruce Evans, Billy Walker, Steve Reynolds, Jay Moore, and Mary King.

MINUTES – The Minutes for the January 8, 2018 Council Meeting were approved as written.

WATER PROJECT – Three copies of the “draft” master plan for upgrades to the water system were given to the Council by Darren Wells with GRW. The plan includes project costs and alternatives. Darren requested that the Council and Billy review the plan. He would like to set a meeting to receive feedback and to go over any changes that need to be made so that they can complete a final master plan. Darren explained that since the project is 60% complete, GRW is requesting their first payment for services. A motion was made by Melinda Jobe to approve the invoice from GRW in the amount of \$21,000.00 to be paid out of planning grant funds. The motion was supported by Valerie Pearson and carried with a unanimous vote. A motion was made by Melinda Jobe to approve the invoice from Cornerstone Grants Management in the amount of \$2,000.00 to be paid from local matching funds. The motion was supported by Valerie Pearson and carried with a unanimous vote.

WASTEWATER PROJECT – A representative from Triad Associates was unable to attend the meeting. Billy Walker gave a report on what has been done in the past month on the project. Some of those items include: the old muffin monster has been removed, new mechanical screen has been installed, and the UV system is ready to go in, they have bypassed the Aeromod plant and will begin dismantling it this week. He reported that the project is currently on schedule and noted that the approved change order has added 21 days to the completion date. A motion was made by Jennifer Rustin to approve paying the invoice from Crosby Construction in the amount of \$139,986.00. The motion was supported by Melinda Jobe and carried with a unanimous vote. A motion was made by Valerie Pearson to approve payment of the invoice from Cornerstone Grants Management in the amount of \$1,750.00. The motion was supported by Walt Minnick and carried with a unanimous vote.

KIRKLIN MAIN STREET – Jim Mann explained that the purpose of Kirklin Main Street is to help and promote the downtown businesses and the park. He also explained the benefits of being a Main Street Program and especially receiving the designation of being an Indiana Main Street by the Indiana Office of Community & Rural Affairs. This designation will make available grant and training opportunities that would otherwise not be available. He explained that the first grant they would like to apply for is a planning grant to improve the downtown area & the park. The grant application would be for \$30,000.00 and the matching funds would be \$3,000.00. Jim requested that the Council approve hiring Steven Ray to write the grant since he has helped KMS be designated as an Indiana Main Street without charge. After discussion about the two open grants the town already has, and timing to apply for another grant, it was decided to hold off on approving a grant administrator. Jim will schedule a meeting with Walt, Steven, & Mary to discuss the issues and determine when we can apply for a planning grant. Jim asked for a verbal agreement that the Council would be willing to apply for the grant, and they agreed that they would be willing to. **EVENTS** - Gabriel Elliott presented the 2018 Event Schedule and asked for the Town Council to review and approve it. Jennifer Rustin questioned whether it was a good idea to have the Trick or Treating Event with downtown merchants on a different night than town-wide trick or treating. She thinks that it may have taken away the number of trick or treaters on Halloween. Most in attendance felt that the decline was more due to the weather conditions last year. It was agreed to leave the event on Saturday night for this year and see how it goes. A motion was made by Melinda Jobe to accept the Events Schedule, closing the streets off for events marked with an asterisk, and allow “no parking” signs to be hung the night before the events on East & West Madison streets. The motion was supported by Valerie Pearson and carried with a unanimous vote.

DECORATIONS - Laura McClelland gave a report on the decorations in the downtown area and stated they are trying to expand the finances for decorating. In the past they have decorated with potted plants, etc. and asked permission from the Council to continue with the way they have been decorating. She said that they are trying to expand on decorations. A motion was made by Jennifer Rustin to approve the decorating plan for Kirklin Main Street. The motion was supported by Walt Minnick and carried with a unanimous vote. Walt Minnick mentioned that the American Legion is interested in having a beer garden at some of the events. **FINANCIAL REPORT** - Steve Reynolds presented information concerning how the funds the town had contributed to Kirklin Main Street were spent and what the projected needs are. He reported that a contract had been made with Phillips Landscaping in the amount of \$2,000.00 for potted flowers and the maintenance of the flowers and that \$1,000.00 had been used for decorating for the other events and holidays. He reported that they would come back around June and present a budget for next year. The projected needs are \$2,000.00 for flowers, \$1,000.00 Christmas decorations, and that they would like to request an additional \$1,000.00 for snow removal next year. Jim Mann thanked all those who have volunteered and the Town Council for the progress that has been made in the downtown. Walt reported that he receives many compliments about the business owners and developers in the downtown. Walt also reported that the Church of God will be closing and they are planning to sell the building.

PAVING PROJECT – All bid documents were found to be in order from Baumgartner & Company Asphalt Services for the paving project. A motion was made by Jennifer Rustin to sign the contract with Baumgartner & Company Asphalt Services in the amount of \$99,627.00. The motion was supported by Valerie Pearson and carried with a unanimous vote.

PARK/RECREATION BOARD – Bruce Evans, new Rec Board President was in attendance to ask that some changes be made to the current lease agreement between the town, park, and recreation boards. After some discussion, it was decided that the following change would be made to the current agreement: Make changes to the first paragraph that states when the Recreation Board is required to empty trash, etc. The changes will state a timeframe of April 1st – July 30th, with an option for fall ball upon approval of the Town Council. Bruce also requested that the \$500.00 donation from the town be opened up to include building maintenance. Jennifer Rustin made a motion to change the use of the \$500.00 donation and allow it to be used for field & building maintenance. Walt Minnick supported the motion and it was carried with a unanimous vote. Bruce asked Billy, and Billy agreed to find out from the state what kind of weed spray can be used around the ball diamonds. **RESTROOMS** - The Rec Board would like to put restrooms back at the ball diamonds. Billy was concerned about elevations and if they could get enough fall for sewage lines. Darren Wells had a map that shows the elevations at the park and it appears there would be enough fall. **ADDITIONAL FUNDING** – Bruce explained to the Council that he is allowing all kids to play this year without paying any fees. He feels that it is important to get youth involved and off of the streets. He asked the Council if they would be willing to donate additional funds to help with costs. After review of the funds, a motion was made by Jennifer Rustin to donate \$1,000.00 from the Youth Council Fund to the Recreation Board. The motion was supported by Valerie Pearson and carried with a unanimous vote.

STORM WATER UTILITY BOARD – Two drainage projects are planned for the spring. Those projects include: E. Jefferson St. between the old railroad and Howard Street & the alley between W. Madison & W. Monroe Street, behind the Main Street businesses.

UTILITY SUPERINTENDENT – A written update report was given to the Town Council prior to the meeting. An invoice from Eco-Infrastructure was presented for work on a broken water main repair. A motion was made by Jennifer Rustin to pay Eco-Infrastructure in the amount of \$1,375.50. The motion was supported by Valerie Pearson and carried with a unanimous vote.

TOWN MARSHALL – Matt Myers could not be in attendance due to a prior commitment, and provided a written update for the Police Dept. He was recently informed by the state coordinator of the LESO Program that our agency is no longer eligible to participate in the program since we do not have a full-time Marshall. The application is being resubmitted, but Matt does not think it will be approved. If we are no longer able to participate, the

coordinator will assist Matt in transferring or returning all military equipment. Matt has spoken with Chuck Toney, EMA and he advised that EMA would not be interested in having the 6X6 truck transferred to them. Billy Scott will assist Matt in bringing the truck back to Kirklin. **K-9 PROGRAM** – Mike Weingartner is still training a K-9 partner and hopes to achieve certification in the not too distant future. **BODY ARMOR** – The body armor that is currently being used by the (3) members of the Police Dept. has come to the end of its service life this year and will need replaced. Matt will research replacements and provide information to the Council.

CLERK-TREASURER – After review of the water/sewer leak adjustment applications, a motion was made Valerie Pearson to approve the following: Jamie Farris – Water \$178.96 and sewer \$464.38, Ilene Harman-Water \$7.29 and sewer \$31.86, Jum Nam Bak - Water \$11.57 and sewer \$48.86. The motion was supported by Jennifer Rustin and carried with a unanimous vote. **REGISTER OF CLAIMS, BILLING ADJUSTMENT REGISTER, RECONCILED BANK STATEMENTS** – The Register of Claims, Billing Adjustment Register, and reconciled bank statements were reviewed by the Council and signed. The Council was provided with the following monthly reports prior to the meeting: Fund, Revenue, Appropriations, and Register of Claims #8503 thru #8603.

NOTARY PUBLIC – Mary King requested that the Town Council approve covering Tara Walker to become a Notary Public as a service to the town. Mary is authorized to acknowledge documents, but cannot become a notary. Most people are not comfortable with the acknowledgement of documents if they require a notary stamp. A motion was made by Jennifer Rustin to approve Tara Walker becoming a Notary Public. The motion was supported by Melinda Jobe and carried with a unanimous vote.

INTERNAL CONTROL STANDARDS – Mary King asked that the Town Council adopt the Internal Control Standards that have been developed so far and explained that the State Board of Accounts would like to see that they are reviewed and amended as needed in the future. Mary King noted that an item that still needs added is a policy accounting for assets of less than \$1,000.00. Billy stated that he is in the process of completing an inventory of all items in the utility departments that will be updated annually. A motion was made by Melinda Jobe to adopt the Internal Control Standards as written to date. The motion was supported by Jennifer Rustin and carried with a unanimous vote.

FIRE PROTECTION CONTRACT – The annual Fire Protection Contract with Kirklin Township was presented. A motion was made by Jennifer Rustin to sign the agreement in the amount of \$4,000.00/year. The motion was supported by Melinda Jobe and carried with a unanimous vote.

AGREEMENT FOR ATTORNEY SERVICES - A motion was made by Jennifer Rustin to approve the new agreement for attorney services with Ryan, Moore, Cook, & Triplett. The motion was supported by Melinda Jobe and carried with a unanimous vote. A motion was made by Valerie Pearson to approve the invoice from Ryan, Moore, Cook, & Triplett in the amount of \$2,849.38 for additional attorney services. The motion was supported by Jennifer Rustin and carried with a unanimous vote.

TOWN COUNCIL – Jerry Faucett gave a commendation to Drew Miller on the good job he is has been doing.

Seeing no other business to come before the Council, the meeting was adjourned at 8:55 p.m.

Walt Minnick_____

Attest:_____